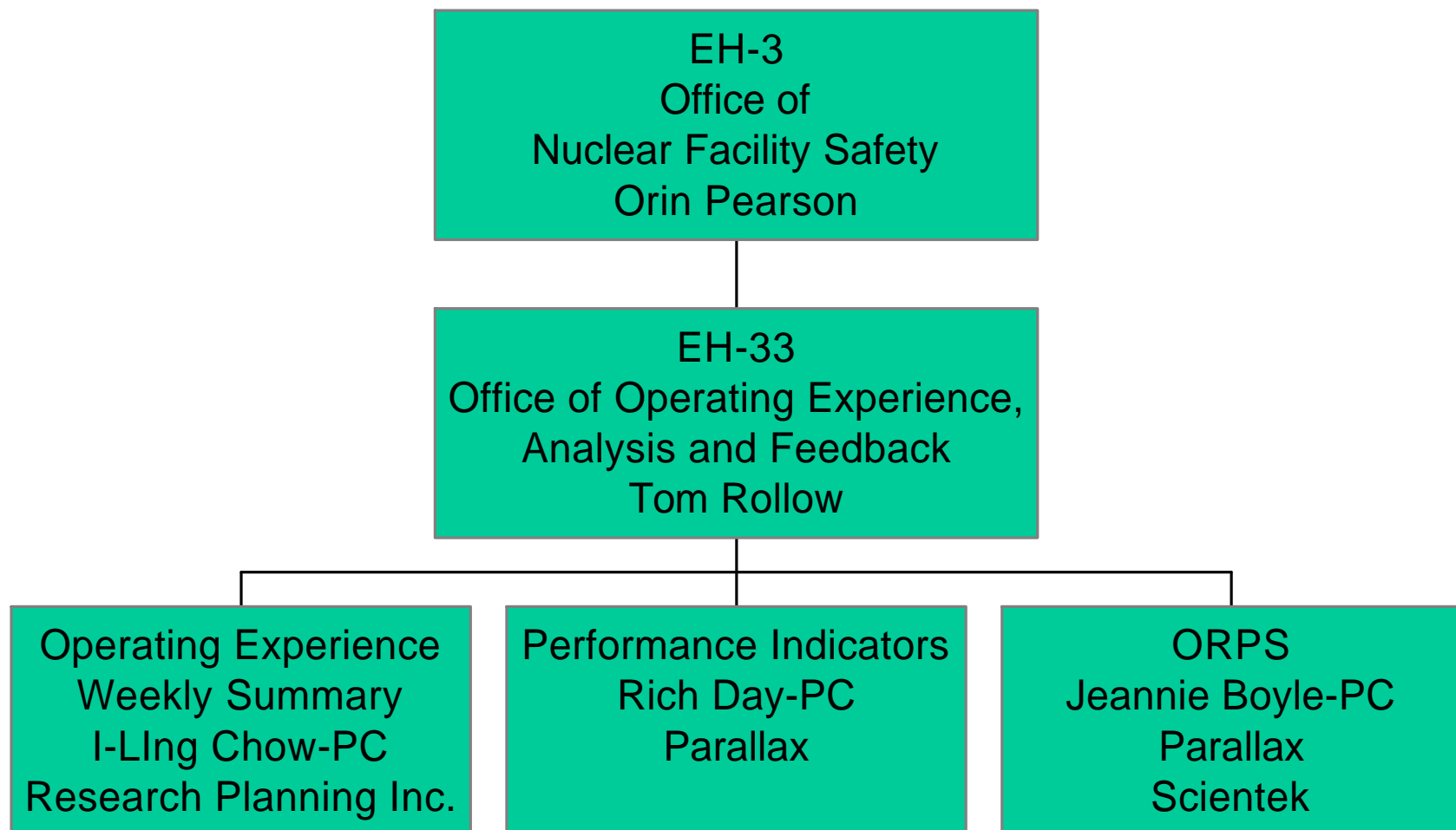


## **EH-33 Lessons Learned Reports**

Prepared for the  
DOE SELLS Workshop  
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By Will Short  
OEWS Program Manager



Office of Operating Experience, Analysis, and  
Feedback EH-33



## RPI OEWS STAFF

- Program Manager
- Five investigators/writers (includes deputy)
- One analyst
- One technical editor
- One office manager/facilitator

## Current EH-33 Products

- Operating Experience Weekly Summary
- Safety Notices
- Safety Alerts
- Technical Reports
- Special Reports

## Why a New EH-33 Lessons Learned Document?

- Drill Lessons Learned down to worker and supervisor level
- Useful in the field
- Encourage and reinforce safe practices
- Immediate and lasting impact
- Brief, concise and to the point

## Purpose of Lessons Learned Reports

- Summarize Specific Activity or Event
- List Direct and Root Causes of Event
- Specify Hazards and Delineate Precautions Associated with Activity
- Share Lessons Learned
- Make Recommendations:
  - Actions to Prevent Future Events
  - Actions to Mitigate Consequences of Event
  - PPE and Program Requirements for Activity

## Purpose of Lessons Learned Reports (***continued***)

- Target middle management, supervisors, and workers
- Useful in pre-job planning and briefings
- Two to four pages in length
- Pictures and graphics
- Carry in Pocket or on Clipboard

## Selecting Topics for Lessons Learned Reports

- Results of Analysis
  - Recurring Events
  - Severe Events with Significant Complex Applicability
  - Negative Safety Trends
- Positively Impact Safety Performance
- Degree of Urgency
- Recommendations from Other Offices
  - Headquarters
  - DOE Field Offices
  - Individual Sites



## Selection and Preparation Process

- Select Topic for Lessons Learned Reports
  - EH33 Recommendations
  - Concurrence by Other HQ Offices
- Identify and Contact Subject Matter Experts
- Assign Writer for Report
- Submit Request with Schedule
- Develop Report
  - Use Event or Activity Guidelines and Format
  - Research Topic
  - Consult with Subject Matter Expert(s)

## Selection and Preparation Process (***continued***)

- Send out Draft Report for Review and Comment
- Review and Incorporate Comments
- Send Report Final to Publication and Distribution
- Publish Report Final on OEAF Lessons Learned Web Page
- Announce Publication and Report Availability in OEWS

## Basic Format of Lessons Learned Report

- First page is single-column format
- Subsequent pages are two-column format
- Single page two-sided **-or-** 4 to 6 page, 2-sided and folded
- Lessons learned on first page inside a text box
- Photos and graphics
- Recommendations in text boxes
- Other notable information in text boxes

## Content of Event Driven Lessons Learned Report

- Executive Summary
- Discussion
  - Incident Precursors
  - Consequences
  - Desired Responses
  - Lessons Learned
- Conclusions
- References
  - Points of Contact (Technical and Informational)
  - Documents/Internet Sites
  - Previous Notices and Reports

## Content of Activity Driven Lessons Learned Report

- Executive Summary
- Discussion
  - Intrinsic Hazards
  - Consequences
  - Mitigation Strategies
  - Lessons Learned
- Conclusions
- References
  - Points of Contact (Technical and Informational)
  - Documents/Internet Sites
  - Previous Notices and Reports

## Example of Event Driven Lesson Learned Report

### INADVERTANT FIRE SUPPRESSION SYSTEM ACTUATION/CO2 DISCHARGE

## Example of Activity Driven Lessons Learned Report

### PENETRATING HIDDEN UTILITIES

## Upcoming Lessons Learned Reports

- Lockouts/Tagouts
- Building Demolition at Weldon Springs



## Lessons Learned Report Topics Under Consideration

- Primer on Conducting Root Cause Analyses
- Hazards of Non-Ionizing Radiation (laser incidents)
- Subcontractor Control
- Exposure to Toxic and Hazardous Substances
- Fall Protection

## Conclusion

- Lessons Learned Reports intended to be brief, concise, crisp, and useful to managers, supervisors, and workers
- Aid in pre-job analysis and planning
- Collaborative effort with other offices, SME's, and sites
- Supplements other LL instruments: List Server, Safety Notices, and Operating Experience Weekly Summary
- Encourage SELLS participation
  - Recommend topics of future LL Reports
  - Participate in the review cycle